

Loan Questionnaires

Step by Step Guide

ACWF/ADWF questionnaire(s) must be submitted using the Division of Water's Online Application System (OASys).
This document will guide you through the online process.

Alaska Clean Water Fund (ACWF) and Alaska Drinking Water Fund (ADWF) Loan Questionnaires

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Go to the DEC Division of Water's State Revolving Fund (SRF) Program homepage:

<https://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/>

Select the link to the Online Application System in the lower left corner.

Alaska Department of Environmental Conservation
DIVISION OF WATER

You are here: DEC / Water / Technical Assistance And Financing / State Revolving Fund

STATE REVOLVING FUND

Highlights

- SRF Document Library - Posted October 2020
- SRF Related Training - Posted June 2020
- AIS Nuts & Bolts Waiver Expiration (PDF) - Posted December 13, 2019
- EPA WIFIA Loan Program IIS - Posted November 2019

Resources

Loans

- Program Overview
- Loan Finance Rates (PDF)
- SRF Document Library - Posted October 2020
- Loan & Project Documentation Process
- Micro Loans
- SRF Related Training

Questionnaires

Loan Questionnaires

- ACWF/ADWF Questionnaire
- Online Loan Questionnaire Step-by-Step Guide (PDF)
- Drinking Water Loan Questionnaire Priority Criteria (PDF)
- Clean Water-Point Source Loan Questionnaire Priority Criteria (PDF)
- Clean Water-Non-Point Source Loan Questionnaire Priority Criteria (PDF)

ONLINE APPLICATION SYSTEM (OASYS)

- Questionnaires
- Online Loan Application
- Disbursement Requests

Grants

- Program Overview
- Forms and Guidance

Reports

- DBE Reporting Step-by-Step Guide (PDF)
- DBE- EPA Annual Reporting Provision (PDF)
- Quarterly Reporting Online Step-by-Step Guide (PDF)

Staff Contacts

- SRF Contacts
- Community Water and Sewer Improvements Contact List (XLS)

PROGRAM MANAGER

Young Ha
907-269-7544
young.ha@alaska.gov

PROGRAM LINKS

Grants Program

- ONLINE PAYMENT REQUEST STEP BY STEP (PDF)

Loans Program

- INTENDED USE PLANS
- APPLICATION CHECKLIST (PDF)
- SUBMITTING A LOAN APPLICATION - OASYS STEP BY STEP GUIDE (PDF)
- SUBMITTING A LOAN DISBURSEMENT REQUEST - OASYS STEP BY STEP GUIDE (PDF)

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Welcome to the **Water Online Application System (OASys)**. From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

TIP: OASys requires an active myAlaska account. If you do not have a myAlaska account skip to step 4 below.

Alaska Department of Environmental Conservation
DIVISION OF WATER

You Are Here: DEC / Water / Welcome To DEC's Water Online Application System (OASys)

Welcome to DEC's Water Online Application System (OASys)

This system may be used to:

- Submit APDES Notice of Intent (NOI) applications for general permit coverage (construction storm water, industrial storm water, excavation dewatering, hydrostatic/aquifer pump testing and offshore seafood processors)
- Submit APDES Notice of Termination (NOT) for general permits (construction storm water, excavation dewatering, hydrostatic/aquifer pump testing)
- Submit APDES annual reports for general permits (industrial storm water, seafood and placer mining)
- Apply for Grants (Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant)
- Submit Grant and Loan Questionnaires (Alaska Drinking Water Fund, Alaska Clean Water Fund, and Municipal Matching Grant)
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report
- Complete annual discharge registration for operations under the Small Suction Dredge (SSD) General Permit (e-signature is not required). [SSD FAQ sheet](#).

Note: New application types are added to the system frequently.

Continue to MyAlaska

To view other applications, please go to the [Permit Application Forms](#).

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

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Log in to your myAlaska account and skip to step 5 in this guidance.

DEC Water Online Application System (OASys) has sent you here to sign in.

myAlaska Login

Username:

Password:

[Forgot my Username](#)

[Forgot my Password](#)

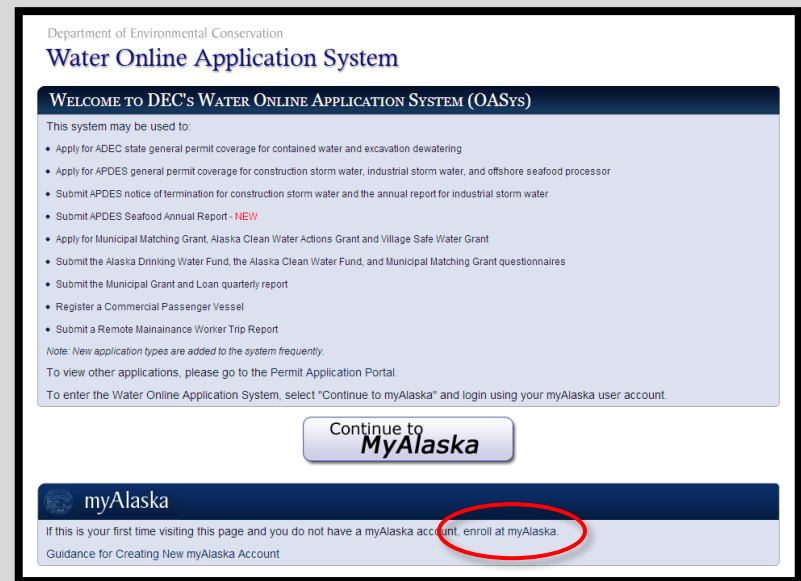
[New User: Register for a myAlaska Account](#)

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If you don't have a **myAlaska** account, select the “**enroll at myAlaska**” link. You only need to create a myAlaska account once.

Guidance for creating a new myAlaska account is available at:

<http://dec.alaska.gov/water/oasys.aspx>



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After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the “**Questionnaires**” tab.



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Select the appropriate questionnaire based on the type of project. If you need assistance with selecting the correct questionnaire, contact the SRF Program at dec.srfprogram@alaska.gov.

- **ACWF Non-Point Source Loan Questionnaire**
(for projects that address stormwater or nonpoint source pollution)
- **ACWF Point Source Loan Questionnaire**
(for projects that address sewer/wastewater Treatment facilities and/or collection infrastructure)
- **Alaska Drinking Water Fund Loan Questionnaire**
(for projects that address supply, treatment, storage, and/or distribution of drinking water)

DEC Online Application System (OASys)

Welcome, **JohnT Test** (myAlaska Profile)

eSignature Approved!
My Organizations
eSigned Documents

The following categories are available online. To start the process, select from the tabs below.

Your "In Process" Applications | Cruise Ship | Grants | Loans | Permits | **Questionnaires** | Reports | Storm Water



- **ACWF Non-Point Source Loan Questionnaire (ACWFNPS)**
- **ACWF Point Source Loan Questionnaire (ACWFPS)**
- **Alaska Drinking Water Fund Loan Questionnaire (ADWF)**

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A series of steps will take you through the questionnaire, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible.

(Below you will find a few "Tips" that provide additional information regarding navigation of these steps.)

The screenshot shows the 'ACWF: Non-Point Source Loan Questionnaire' page. At the top, it says 'State of Alaska' and 'Alaska Department of Environmental Conservation Division of Water'. Below this, it says 'State of Alaska > DEC > Online Services > Water Online Application System'. The main heading is 'ACWF: Non-Point Source Loan Questionnaire'. Under 'Submission Process', it shows a progress bar with 10 steps, with step 1 highlighted. To the right, it says 'Step Timeout 29:56' and 'The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the "Previous", "Overview" or "Save & Continue" buttons.' Below the progress bar, it says 'Municipality Information'. Under 'Purpose', it says 'Please complete a questionnaire for each non-point source wastewater project you anticipate requesting loan fund assistance for from the Alaska Clean Water Fund (ACWF)'. At the bottom, there is a 'NOTE' about wastewater and drinking water projects.

T
I
P

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

T
I
P

Any question with a red star (*) next to it is required and must be completed before the current step can be completed.

T
I
P

When you are finished with a step, you can go to the next page by selecting the “**Save & Continue**” button in the lower right corner of the page.

NOTE: At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit “**Save & Continue**”.

T
I
P

At any time, you can also select the “**Overview**” button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

T
I
P

You can **void** a questionnaire that was entered in error or is no longer needed. Open your submittal, go to the Overview page and select the "Void" option at the bottom.

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The second to last step gives you the option to submit any required or optional attachments to your online questionnaire.

To attach a file:

- Click the **"Browse..."** button
- A file browser window will open. Select the file you want to upload then click the **Open** button. The name of the file you selected will appear next to the "Browse..." button.
- Select what kind of file it is from the drop-down menu and add a title and description.
- Click **"Attach"** when you have all the information completed to submit your document.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Anchorage.

Address:

State of Alaska
DEC/Division of Water
State Revolving Fund (SRF) Program
555 Cordova Street
Anchorage, AK 99501

Highlighted Feature:

The **"Copy to New"** button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select **"Copy to New"** at the bottom of the questionnaire overview page.



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The “**Application Overview**” page (last step) gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the edit button that corresponds to that section.

The screenshot shows the 'Application Overview' page (Step 14). At the top, there is a progress bar with steps 1 through 14, where step 14 is highlighted. Below the progress bar, the 'Purpose' section states: 'Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. **If the information is correct, click the "Continue" button below to proceed to the Submittal page.**' A 'NOTE' follows: 'Your information has been saved; you may also exit the system and return later to finalize it.' Another note states: 'Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).' The 'Tasks' section shows two tasks: '1. Complete Steps' (checked) and '2. Submit'. A 'Usage Tips' box on the right says: 'Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.' Below the tasks, there is a 'Print For Your Records' button. The 'Your Current Entries' section shows a table with columns: Tracking #, Facility (dfsg), and Type (ACWF Point Source Loan Questionnaire). Below this, there are two sections: 'Municipality Information' and 'Contacts'. Each section has a table with 'Details' and an 'Edit' button circled in red. The 'Municipality Information' table has rows for Project Title (dfsg) and Municipality or Entity (dfs). The 'Contacts' table has rows for Name (asdf sdf), Title (sdf), Organization (sdf), Address (sdf), City (sdf), State (AK), Zip (sdf), and Country (USA).

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After all information is entered and you have finished adding all online attachments, you will need to submit your questionnaire.

NOTE: A check will appear next to task “**Complete Questionnaire**” if the questionnaire is complete and ready to be submitted.

Select the “**Submit**” link under tasks on the Questionnaire Overview page. You can also click on the “**Continue**” button at the bottom of the page.

This screenshot is similar to the one above, showing the 'Application Overview' page (Step 14). The 'Tasks' section is highlighted with a red box, showing two tasks: '1. Complete Steps' (checked) and '2. Submit'. The 'Usage Tips' box on the right is also visible.

This screenshot shows the bottom of the 'Application Overview' page. It features three buttons: 'Copy to New', 'Home', and 'Continue'. The 'Continue' button is circled in red.

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The “**Final Steps**” page gives you the option to submit your questionnaire to DEC.

If you are satisfied with your questionnaire click the submit button on this page.

Final Steps
Purpose:
 Congratulations! You have completed the form completion phase of this process. If you are satisfied with your questionnaire and have finished attaching all optional documentation, submit this questionnaire to DEC by using the 'submit' button below. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.
Current Status: Completed

Tracking #: Facility: dfsg Type: ACWF Point Source Loan Questionnaire

Submit

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Once your questionnaire is submitted, you have completed the online questionnaire process.

You will receive an email confirming your submission. The email will include a PDF attachment which contains the submitted questionnaire.

Submitted

Congratulations, your questionnaire has been submitted!

If you have any questions or concerns, please contact DEC at DEC.Water.OPAHelp@alaska.gov

[Overview](#) [Home](#) [Logout](#)

OASys version 8.0.0 - Build Date: 05/15/2014 05:07 PM

Tue 12/29/2015 2:10 PM

DEC Water Online Application System <DEC.Water.OPAHelp@alaska.gov>
 Questionnaire Submitted 2015ACWFNPS0006

To: Randolph, John R (DEC)
 Cc: DEC-Water WQ OPA Help (DEC sponsored)

Message: 2015ACWFNPS0006.pdf (10 KB)

The electronic submission process for questionnaire number 2015ACWFNPS0006 for Project 'another one bites the bite' is complete.

Your questionnaire appears to be complete and has been submitted to the Department for review at 2:09 PM on 12/29/2015. To view the questionnaire online, go to [Water Online Application \(https://test.dec.alaska.gov/applications/water/oasys/Welcome.aspx\)](https://test.dec.alaska.gov/applications/water/oasys/Welcome.aspx) and use the questionnaire reference number 2015ACWFNPS0006.

For questions about the SRF Program or assistance with completing and submitting a project questionnaire, please email dec.srfprogram@alaska.gov.